

8/1/94  
A-B

Bulletin No. 94-40

P-2530

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P-2530     Changes Within A Certification Period

A.     Forms (273.12)

A change may be reported on the DSW 200 (Change Report Form). When a completed DSW 200 is received, mail another DSW 200 and postage-paid envelope to the client with the DSW 220 (Notice of Decision) on the change.

Use any of the following forms to document the information received concerning a change in the recipient's circumstances.

DSW 101, Case Action Log  
DSW 203C or DSW 203C2, Food Stamp Eligibility Worksheets  
DSW 233, Contact/Intraoffice Memo

Send an ET-910 (Interagency Notification - Food Stamp Work Plan) to DET for changes in work registration (See P-2560 G).

B.     Documentation and Verification (273.2f8ii)

Document reported changes in the case file whether they make a difference in the allotment amount or not.

For sources of verification, see P-2122 B. Verification is necessary only for:

1.     Income changes of more than \$25 per month.
2.     Changes in sources of income.
3.     Medical expense changes of more than \$25 per month.
4.     Actual utility expense changes of more than \$25 per month, if not using the standards.
5.     Resources within \$200 of the maximum.
6.     Any questionable information.

Obtain necessary verification prior to making the changes for increased benefits. You do not need to obtain verification for decreased benefits before acting on the decrease, but you must obtain verification before the next recertification (see 273.12c2).